



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND  
FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO  
ATTENTION OF  
AFLG-PR

16 June 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 99-29

1. This CIL contains information on the following subjects:
  - a. Interim Change to Army Federal Acquisition Regulation Supplement (AFARS) Part 17,
  - b. Army Tuition Assistance Program (ATAP) for Master's Degree,
  - c. Individual Development Plans (IDP) for Military Personnel,
  - d. Changes to the Contracting and Acquisition Career Program (CP-14) Army Civilian Training Education and Development System (ACTEDS) Plan, and
  - e. Award of Contracts for Performance in the Republic of Korea.

2. Interim Change to Army Federal Acquisition Regulation Supplement (AFARS) - Part 17. Reference memo, SAAL-PP, 17 May 1999, SAB (encl 1). Effective immediately, the threshold for real property maintenance and repair and minor construction projects with an estimated value exceeding \$2000 but not exceeding \$300,000 is revised to read "exceeding \$2000 but not exceeding \$500,000 (waivable for individual orders or a specific class of orders under 17.9004-3(e) if contemplated by the contract)." This change coincides with the maximum value for "new" work but still provides a means of making repairs up to the Installation Commanders' Real Property Maintenance Authority (RPMA). For additional information, please contact Mr. Steve Hunnicutt at DSN 367-5691.

3. Army Tuition Assistance Program (ATAP) for Master's Degree. Normally an individual cannot qualify for masters-level funding under ATAP unless he/she is a member of the Army Acquisition Corps (AAC) or Corps Eligible (CE). However, if an individual has a **non-business** undergraduate degree and does not have 12

AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 99-29

Semester hours of business courses, he/she can get up to 12 hours of business courses funded through ATAP at the masters level. An undergraduate degree with a minimum of 12 hours of business courses, along with Level III certification, meets the criteria for CE which will then qualify the individual for additional funding. If an individual already has the 12 hours of business and an undergraduate degree, he/she must apply and be accepted for the CE program before applying for ATAP. For additional information, please contact Clyde Thomas at DSN 367-6372.

4. Individual Development Plans (IDP) for Military Personnel.

a. Policy Memorandum 96-01, "Career Development as a Mission," requires that all AAW civilians, regardless of grade or certification level, establish and maintain a 5 year Individual Development Plan (IDP). The IDP is a critical document in which the employee and supervisor identify and track career objectives in the areas of education, training and experience opportunities. The vehicle to accomplish this is the web-based automated IDP, which was implemented October 1, 1998. Since its implementation, a memorandum signed on January 26, 1999, by LTG Paul J. Kern, Director, Army Acquisition Corps, reinforces the requirement for all AAW civilians and **extends the policy to include all AAW active military, Army Reserves and Army National Guard.** The memorandum also requires that all AAW members have an approved IDP by June 30, 1999. The automated IDP can be established by accessing the following web address: <https://rda.rdaisa.sarda.army.mil/idp/idpprod/idpstart.htm>.

b. For more information on IDPs, visit the website at: <http://dacm.sarda.army.mil>, click on "Career Development," scroll down to "Planning for Career Development - Introduction" and click on "Individual Development Plan." For additional information, please contact Clyde Thomas at DSN 367-6372.

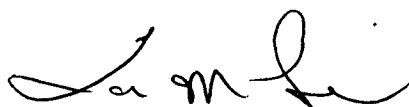
5. Changes to the Contracting and Acquisition Career Program (CP-14) Army Civilian Training Education and Development System (ACTEDS) Plan. Reference memo, SAAL-PM, 20 May 1999, SAB (encl 2). Subject memo details the changes in requesting quotas for all Defense Acquisition University (DAU) training. By the fourth quarter of FY 99, the supervisor approved Individual Development Plan (IDP) will be the mechanism for requesting DAU training.

AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 99-29

Please contact Clyde Thomas at DSN 367-6372 for additional information.

6. Award of Contracts for Performance in the Republic of Korea. Reference memo, EAAQ, 20 May 1999, SAB (encl 3). Contracting Offices are cautioned against awarding contracts to invited contractors and technical representatives within the Republic of Korea without clearance from the PARC for the Eighth United States Army. The Status of Forces Agreement (SOFA) requires that any work which can be performed by local Korean contractors not be awarded to invited contractors or technical representatives. For additional information, please contact LTC Kenneth Cobb at DSN 367-5510.



3 Encls  
as

TONI M. GAINES  
Chief, Contracting  
Division, DCSLOG  
Principal Assistant Responsible  
for Contracting

DISTRIBUTION:

COMMANDERS,

III CORPS & FT HOOD, ATTN: AFZF-DOC

XVIII ABN CORPS & FT BRAGG, ATTN: AFZA-DC

FT RILEY, ATTN: AFZN-DOC

FT CARSON, ATTN: AFZC-DOC

JRTC & FT POLK, ATTN: AFZX-DOC

I CORPS & FT LEWIS, P.O. BOX 33931, ATTN: AFZH-DOC

3RD INF DIV (MECH) & FT STEWART, ATTN: AFZP-DC

101ST ABN DIV (AASLT) & FT CAMPBELL, ATTN: AFZB-DOC

FT DEVENS, ATTN: AFRC-FMD-DOC

FT DIX, ATTN: AFZT-DOC

10TH MTN DIV, FT DRUM, ATTN: AFZS-DOC

FT MCCOY, ATTN: AFRC-FM-DC

NATIONAL TRAINING CENTER & FT IRWIN, ATTN: AFZJ-DC

ARMY ATLANTA CONTRACTING CENTER, ATTN: AFLG-PRC



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH DEVELOPMENT AND ACQUISITION  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

MAY 17 1999

*Ref*  
*27462 99*  
*Steve C. /*  
*Approf*  
*Adm.*

SAAL-PP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Federal Acquisition Regulation Supplement (AFARS) - Part 17

This is an interim change to AFARS Part 17, required to bring the Job Order Contracting (JOC) minor construction threshold into line with 10 U.S.C., Section 2805(c)(1)(B), that was amended October 1, 1996 and AR 420-10 Management of Installation Directorates of Public Works. Effective immediately, Part 17.9000 is to be amended by striking out "\$300,000" and inserting in lieu thereof "\$500,000". This change will be incorporated in an upcoming formal change to the AFARS.

Should you have any questions regarding this change, the point of contact in my office is Sandra Kay Brewer at Commercial (703) 681-1042 or DSN 761-1041. Ms. Brewer can also be contacted at the following e-mail address: [brewers@sarda.army.mil](mailto:brewers@sarda.army.mil).

Esther Morse  
Director

Procurement and Industrial Base Policy

DISTRIBUTION:

Head of Contracting Activity, HQ, U.S. Army Materiel Command,  
ATTN: AMCRDA-A, 5001 Eisenhower Avenue, Alexandria,  
VA 22333-0001  
Commander, U.S. Army Aviation and Troop Command, ATTN: AMSAT-G,  
4300 Goodfellow Boulevard, St. Louis, MO 63120-1798  
Commander, U.S. Army Communications-Electronics Command,  
ATTN: AMSEL-CG, Fort Monmouth, NJ 07703-5000  
Commander, U.S. Army Industrial Operations Command,  
ATTN: AMSIO-CG, Rock Island, IL 61299-6000  
Commander, U.S. Army Missile Command, ATTN: AMSMI-CG, Redstone  
Arsenal, AL 35898-5000  
Commander, U.S. Army Tank-automotive and Armaments Command,  
ATTN: AMSTA-CG, Warren, MI 48397-5000  
Administrative Assistant to the Secretary of the Army, 105 Army Pentagon,  
Washington, DC 20310-0105

*Encl 1*



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY**  
**RESEARCH DEVELOPMENT AND ACQUISITION**  
**103 ARMY PENTAGON**  
**WASHINGTON DC 20310-0103**

**MAY 24 1999**

20 MAY 1999

SAAL-PM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Changes to the Contracting and Acquisition Career Program  
(CP-14) Army Civilian Training Education and Development  
System (ACTEDS) Plan

Reference memorandum of August 10, 1998, Subject: CP-14  
ACTEDS Plan.

Referenced ACTEDS Plan was updated and reissued in August  
1998. The plan was distributed both in paper copy and electronically via  
an Assistant Secretary of the Army (Manpower and Reserve Affairs)  
website, Civilian Personnel Online, which can be accessed at URL,  
<http://cpol.army.mil/>.

Enclosed is Change 1 to this ACTEDS Plan. Note that Section IX,  
Individual Development Plan (IDP), paragraph B, Policy, is changed to  
reflect the requirement that all employees and supervisors must now use  
the automated IDP which is available on the World Wide Web at URL  
<https://rda.rdaisa.sarda.army.mil/idp/idpprod/idpstart.htm>. By the fourth  
quarter of FY 99 the supervisor approved automated IDP will be the  
mechanism for requesting quotas for all Defense Acquisition University  
(DAU) training. This system will replace the need for mandatory training  
applications to be submitted through the Army Training Requirements and  
Resources System (ATRRS).

Section IX, IDP paragraph C, Self-Evaluation is changed in the  
online version to reflect an updated URL to the Federal Acquisition  
Institute's "Contract Specialist Workbook;" that URL is now  
<http://www.gsa.gov/staff/v/fai/workbooks/directions2.htm>.

Also, Appendix F, Competitive Professional Development Program  
Elements, paragraph 7, Short-Term Executive Training is changed by  
adding two new offers:

End 2

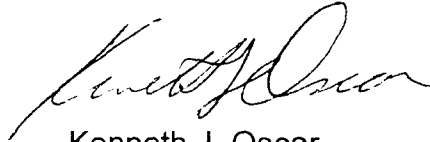
a. Penn State Executive Programs, The Smeal College of Business Administration, The Pennsylvania State University, 310 Business Administration Building, University Park, PA 16802-3003.

b. Columbia Business School, Executive Education, 2880 Broadway, New York, NY 10025.

c. University of Pittsburg, Katz Graduate School of Business, Center for Executive Education, 301 Mervis Hall, Pittsburgh, PA 15260.

Request you annotate your paper copies of the ACTEDS Plan accordingly. These changes have been made to the electronic version of the ACTEDS Plan at CP Online.

Request you insure widest dissemination of this change to the ACTEDS Plan. My point of contact is Dr. Jim Edgar, (703) 681-1043, e-mail: edgarj@sarda.army.mil.



Kenneth J. Oscar  
Functional Chief's Representative  
Civilian Contracting and Acquisition  
Career Program

Enclosure

DISTRIBUTION:

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING  
HQ, U.S. Army Materiel Command, ATTN: AMCRDA-AC (PARC),  
5001 Eisenhower Avenue, Alexandria, VA 22333-0001

U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC,  
Redstone Arsenal, AL 35898-5000

U.S. Army Materiel Command Acquisition Center, ATTN: STEAA-AE,  
4118 Susquehanna Avenue, Aberdeen Proving Ground, MD 21005-  
5002

U.S. Army Communications-Electronics Command, ATTN: AMSEL-AC,  
Fort Monmouth, NJ 07703-5000

U.S. Army Industrial Operations Command, ATTN: AMSIO-AC, Rock  
Island, IL 61299-6000

U.S. Army Tank-automotive and Armaments Command, ATTN:  
AMSTA-AQ, Warren, MI 48397-5000

## CHANGE 1

### THE FOLLOWING IS AN EXTRACT FROM THE CP-14 ACTEDS PLAN, SECTION IX, PARAGRAPHS A THROUGH D AS CURRENTLY WRITTEN

#### SECTION IX - INDIVIDUAL DEVELOPMENT PLAN (IDP)

a. **Purpose.** Career planning is the process of systematically matching an individual's aspirations with opportunities for achieving them. Using the ACTEDS Plan, career planning is documented on the IDP. The IDP serves as a contract between the supervisor and the employee. The IDP enhances current performance and prepares the employee for assignments at higher levels. It supplements annual career appraisals by forecasting training, education, and other developmental activities. IDPs are progressive and sequential and should address the training, education, and career development activities that ultimately will result in required ACF certification(s) as well as make the employee highly competitive for career advancement. The supervisor and employee jointly develop the IDP by honestly and candidly reviewing past performance to highlight competencies needing improvement or development. Based on this analysis, plans can be developed that are consistent with long-term functional needs and employee career goals. The IDP should focus first on achieving certification at the appropriate level and next on supporting continuous learning as discussed in Section V of this ACTEDS Plan. The IDP should be reviewed and revised as necessary, but at least annually in conjunction with the performance appraisal (TAPES) process.

b. **Policy.** IDPs are required by DoD for all acquisition workforce employees through certification at Level III. IDPs are required for all Army civilian acquisition workforce personnel, regardless of certification level, by Army Acquisition Corps/Workforce (AAC/AAW) Policy Memorandum 96-01, Subject: Career Development as a Mission, dated April, 1, 1996. Policy Memorandum 96-02, Subject: Army Acquisition Corps/Workforce (AAC/AAW), Individual Development Plan for the Army Acquisition Workforce, dated December 20, 1996, provides IDP implementing guidance, instructions, and an IDP form. The IDP will be developed to cover a five-year period. Additionally, the Acquisition Career Management Office is piloting a program with IDPs on the World Wide Web as an effort to better project requirements and resourcing for mandatory DAU training. A copy of the IDP form is provided as Appendix L to this plan and is available on the AAC Homepage.

c. **Self-Evaluation.** The employee's own self-evaluation must play a role in IDP preparation and development. The individual's ambitions and aspirations should be considered and factored into the IDP. An excellent tool, which may be used by the contracting professional to assess progress towards professional development objectives and competency, is the "Contract Specialist Workbook" developed by the Federal Acquisition Institute (FAI). The Contract Specialist Workbook lists duties performed in Federal contracting, and for each duty, general conditions under which the duty would be required or performed are stated. A list of specific tasks associated with the duty is provided and the standards for accomplishing the tasks are delineated. Each unit of instruction in the Workbook matches the basic competencies listed in this ACTEDS Plan for the GS-1102 series (see Appendix G). Thus, the format of this workbook supports individual self-evaluation. Those desiring to use the Workbook should use the draft version developed to comply with the Federal Acquisition Streamlining Act/Federal Acquisition Reform Act (FASA/FARA).

d. **IDP Preparation.** IDPs are produced by the supervisor and employee and define the developmental needs of the employee based upon previous records of experience and training, the appraisal of potential, and career goals. Figure 14 indicates how an IDP is developed by the supervisor and the employee. The supervisor should seek the assistance of the ACPM and civilian personnel specialists in developing the IDP. Preparation of the IDP is a joint venture with input from the employee and supervisor; and with advice and assistance of the ACPM, FAS, AWSS, ACMA, and/or civilian personnel training specialist. Documentation of the IDP follows a discussion between the employee and supervisor to assess previous training, education, and experience, and to evaluate realistic future career goals, and may include appropriate self-development activities such as those mentioned in the MTP.



**THE FOLLOWING REFLECTS HOW THE CP-14 ACTEDS PLAN,  
SECTION IX, PARAGRAPHS A THROUGH D SHOULD NOW BE**

(Paragraph A is unchanged.)

**SECTION IX - INDIVIDUAL DEVELOPMENT PLAN (IDP)**

a. **Purpose.** Career planning is the process of systematically matching an individual's aspirations with opportunities for achieving them. Using the ACTEDS Plan, career planning is documented on the IDP. The IDP serves as a contract between the supervisor and the employee. The IDP enhances current performance and prepares the employee for assignments at higher levels. It supplements annual career appraisals by forecasting training, education, and other developmental activities. IDPs are progressive and sequential and should address the training, education, and career development activities that ultimately will result in required ACF certification(s) as well as make the employee highly competitive for career advancement. The supervisor and employee jointly develop the IDP by honestly and candidly reviewing past performance to highlight competencies needing improvement or development. Based on this analysis, plans can be developed that are consistent with long-term functional needs and employee career goals. The IDP should focus first on achieving certification at the appropriate level and next on supporting continuous learning as discussed in Section V of this ACTEDS Plan. The IDP should be reviewed and revised as necessary, but at least annually in conjunction with the performance appraisal (TAPES) process.

b. **Policy.** IDPs are required by DoD for all acquisition workforce employees through certification at Level III. IDPs are required for all Army civilian acquisition workforce personnel, regardless of certification level, by Army Acquisition Corps/Workforce (AAC/AAW) Policy Memorandum 96-01, Subject: Career Development as a Mission, dated April, 1, 1996. Policy Memorandum 96-02, Subject: Army Acquisition Corps/Workforce (AAC/AAW), Individual Development Plan for the Army Acquisition Workforce, dated December 20, 1996, provides IDP implementing guidance, instructions, and an IDP form. The IDP will be developed to cover a five-year period. Additionally, the Acquisition Career Management Office has developed an automated IDP that can be completed by the employee on the World Wide Web and emailed to the supervisor for approval. By 4<sup>th</sup> Quarter FY 99 ACMO will have this system further automated, so that once the IDP is approved by the supervisor it will be forwarded to ATRRS. The supervisor approved IDP will be the basis for requesting quotas and reserving spaces in all DAU mandatory courses.

This effort will support efforts to better project requirements and resourcing for mandatory DAU training. To insure employees are able to attend courses necessary for certification the automated IDP must be used. The automated IDP can be accessed on the World Wide Web by connecting to the following URL - <https://ida.daisa.sarda.army.mil/idp/idpprod/idpstart.htm>. From this web address the employee or supervisor can review or update the IDP; also an IDP user's manual can be downloaded. This system will require passwords to protect the individual's privacy. A copy of the IDP form is provided as Appendix L to this plan and is available on the AAC Homepage.

c. **Self-Evaluation.** The employee's own self-evaluation must play a role in IDP preparation and development. The individual's ambitions and aspirations should be considered and factored into the IDP. An excellent tool, which may be used by the contracting professional to assess progress towards professional development objectives and competency, is the "Contract Specialist Workbook" developed by the Federal Acquisition Institute (FAI). The Contract Specialist Workbook lists duties performed in Federal contracting, and for each duty, general conditions under which the duty would be required or performed are stated. A list of specific tasks associated with the duty is provided and the standards for accomplishing the tasks are delineated. Each unit of instruction in the Workbook matches the basic competencies listed in this ACTEDS Plan for the GS-1102 series (see Appendix G). Thus, the format of this workbook supports individual self-evaluation. Those desiring to use the Workbook should use the draft version developed to comply with the Federal Acquisition Streamlining Act/Federal Acquisition Reform Act (FASA/FARA).

d. **IDP Preparation.** IDPs are produced by the supervisor and employee and define the developmental needs of the employee based upon previous records of experience and training, the appraisal of potential, and career goals. Figure 14 indicates how an IDP is developed by the supervisor and the employee. The supervisor should seek the assistance of the ACPM and civilian personnel specialists in developing the IDP. Preparation of the IDP is a joint venture with input from the employee and supervisor; and with advice and assistance of the ACPM, FAS, AWSS, ACMA, and/or civilian personnel training specialist.

JUN 2 1999



REPLY TO  
ATTENTION OF:

HEADQUARTERS, EIGHTH UNITED STATES ARMY  
UNIT #15236  
APO AP 96205-0009

EAAQ

20 May 99

# MEMORANDUM FOR PARC

SUBJECT: Award of Contracts for Performance in the Republic of Korea

1. As the PARC for Eighth United States Army, I am responsible for administration of the United States – Republic of Korea Status of Forces Agreement (SOFA) Invited Contractor and Technical Representative Program. The SOFA restricts those U.S. and third-country contractors who may enter Korea to perform work for United States Forces here. The SOFA requires that any work that can be performed by local Korean contractors not be awarded to invited contractors or technical representatives. As an international agreement, the SOFA has the force and effect of law. I am responsible to insure that all invited contractors and technical representatives meet certain criteria before approving performance of their contracts in the Republic of Korea.
2. It has come to my attention that some contracting offices have been writing contracts for performance in the Republic of Korea without first coordinating those contracts with my office. Sometimes the coordination for invited contractor/technical representative approval is not addressed until the contractor employees are in country attempting to obtain logistics support. Sometimes we never learn of these contracts. Award of contracts without coordination can put the United States Government in an embarrassing position with our host government.
3. I request that you instruct your contracting offices to immediately cease awarding contracts for performance in the Republic of Korea without first obtaining Invited Contractor/Technical Representative clearance from my office. I am enclosing a copy of our local regulation USFK 700-19 which spells out clearly the documentation that is required to be submitted to this office for clearance prior to solicitation and award. Also if you have any on-going contracts that provide for performance in the Republic of Korea, clearance should be immediately requested on those as well.
4. My point of contact for international matters is Edgar J. LaBenne, Major, USAF, DSN (315) 724-6100. I thank you for your assistance in this matter

ENCL  
as

  
JAN R. FRYE  
COL, OD  
Principal Assistant Responsible for  
Contracting

CC: Assistant Secretary of the Army Acquisition, Logistics and Technology (ASAALT)

Encl 3

**HEADQUARTERS  
UNITED STATES FORCES, KOREA  
UNIT #15237  
APO AP 96205-0010**

**USFK Regulation  
No. 700-19**

**19 March 1992**

**(Effective 19 April 1992)**

**Logistics  
UNITED STATES FORCES, KOREA INVITED CONTRACTORS  
AND TECHNICAL REPRESENTATIVES**

**SUPPLEMENTATION.** Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from HQ USFK, ATTN: FKAQ, Unit #15237, APO AP 96205-0010.

**CONTENTS**

	<b>Paragraph</b>	<b>Page</b>
<b>CHAPTER 1 INTRODUCTION</b>		
Purpose	1-1	1-1
Applicability	1-2	1-1
References	1-3	1-1
Explanation of Abbreviations and Terms	1-4	1-1
Policies	1-5	1-1
<b>CHAPTER 2 RESPONSIBILITIES</b>		
<b>SECTION I GENERAL</b>		
DOD Contracting Offices	2-1	2-1
Sponsoring Agency	2-2	2-1
ACofS, Acquisition Management	2-3	2-1
<b>SECTION II CONTRACTING OFFICES</b>		
Presolicitation SOFA Status Coordination with USFK	2-4	2-1
Presolicitation Logistic Support Coordination	2-5	2-3
Post-Award Coordination	2-6	2-3
Contract Clause	2-7	2-4
<b>SECTION III SPONSORING AGENCY</b>		
USFK Sponsoring Agency	2-8	2-4
Designation of Sponsoring Agency	2-9	2-4
Head of the USFK Sponsoring Agency	2-10	2-4
Duties of Responsible Officer	2-11	2-8

**\*This regulation supersedes USFK Reg 700-19, 31 December 1986.**

	Paragraph	Page
Orders and Accreditation	2-12	2-9
Change in SOFA Status	2-13	2-10
Reporting of Discharged Employees	2-14	2-10
Operating Motor Vehicles	2-15	2-10
<b>CHAPTER 3 INVITED CONTRACTORS AND THE U.S.-ROK SOFA</b>		
U.S. Contractor SOFA Status	3-1	3-1
Invited Contractor Status	3-2	3-1
Invited Contractor SOFA Benefits	3-3	3-1
Technical Representative Status	3-4	3-2
Technical Representative SOFA Benefits	3-5	3-3
Cancellation of SOFA Status	3-6	3-3
Third-Country Corporations and Nationals	3-7	3-4
<b>CHAPTER 4 LOGISTIC SUPPORT</b>		
Logistic Support Qualifying Criteria	4-1	4-1
Corporation Logistic Support	4-2	4-1
Individual Logistic Support	4-3	4-2
<b>3 Appendixes</b>		
A. References		A-1
B. USFK Form 175-R (Invited Contractor and Technical Representative Personnel Data Report)		B-1
C. Sample Letters		C-1
<b>GLOSSARY</b>		Glossary-1

## CHAPTER 1

### INTRODUCTION

**1-1. PURPOSE.** This regulation establishes policies for United States Forces, Korea (USFK) invited contractors and technical representatives concerning their status under the United States of America and the Republic of Korea (U.S.-ROK) Status of Forces Agreement (SOFA) and the logistic support (corporate and individual) that may be provided by this command.

#### **1-2. APPLICABILITY.**

a. This regulation applies to--

(1) Department of Defense (DOD) contracting offices that solicit, award, and administer contracts involving work to be performed in the ROK by U.S. or third-country national contractors solely for the support of USFK.

(2) Contractor's sponsoring agencies and responsible officers located in the ROK.

(3) Contractors, their employees, and dependents that meet invited contractor or technical representative criteria in accordance with the U.S.-ROK SOFA and this regulation.

b. This regulation does not apply to foreign military sales (FMS) contractors and their sponsoring agencies. FMS contractors are not in the ROK solely for the benefit of the U.S. armed forces. Similarly, FMS contractors are not serving as special instructors and advisors to USFK personnel. Therefore, FMS contractors are--

(1) Not normally eligible for status under the U.S.-ROK SOFA.

(2) Not normally eligible to be USFK invited contractors or technical representatives.

**1-3. REFERENCES.** Required and related publications are listed in appendix A.

**1-4. EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations and special terms used in this regulation are explained in the glossary.

#### **1-5. POLICIES.**

a. It is both an obligation of the U.S. and the policy of Headquarters (HQ) USFK to provide SOFA status and logistic support (corporate and individual) only to contractors meeting the invited contractor or technical representative status criteria in accordance with the U.S.-ROK SOFA and this regulation. Chapters 3 and 4 cover SOFA status and logistic support respectively.

**USFK Reg 700-19**

b. Only the Assistant Chief of Staff (ACofS), Acquisition Management, HQ USFK, may designate or withdraw SOFA status from invited contractors, technical representatives, and their employees and dependents.

## CHAPTER 2

### RESPONSIBILITIES

#### Section I. GENERAL

**2-1. DOD CONTRACTING OFFICES.** DOD contracting offices preparing contracts to be performed in the ROK by personnel of the U.S. or third-country national contractors shall coordinate with the ACofS, Acquisition Management, HQ USFK, and the USFK sponsoring agency in accordance with DFARS, part 225, subpart 225.77, and chapter 2, section II, of this regulation.

**2-2. SPONSORING AGENCY.** The sponsoring agency will provide, or as necessary terminate, authorized logistic support to invited contractors and technical representatives; monitor the conduct of such contractor personnel; and notify the ACofS, Acquisition Management, HQ USFK, of their entry into and exit from the ROK (see chap 2, sec III). (RCS exempt: AR 335-15, subpara 5-2b(5)).

**2-3. ACOFS, ACQUISITION MANAGEMENT.** The ACofS, Acquisition Management, will provide information and assistance to command, contracting, requiring, and sponsoring activities, in and outside the ROK, for the implementation and execution of the procedures described in this regulation. In accordance with paragraph 2-4, on receipt of the coordination prepared by the contracting office, the ACofS, Acquisition Management, will--

- a. Review the proposed contract against the prerequisites of the SOFA for invited contractor or technical representative status.
- b. Coordinate the matter with appropriate staff elements to make a determination, if the proposed contract does not qualify or doubt exists, and advise the contracting office of findings or action being taken.
- c. Notify the contracting office and the sponsoring agency in the ROK of status and advise of administrative and logistic responsibilities required by the SOFA and this regulation, if the contract qualifies for technical representative status.
- d. Provide verification of status under the SOFA to sponsoring agency responsible officers for each sponsored contractor employee.

#### Section II. CONTRACTING OFFICES

##### 2-4. PRESOLICITATION SOFA STATUS COORDINATION WITH USFK.

a. As soon as practical after it is known that a contracting requirement involves work to be performed in the ROK by personnel of U.S. or third-country national contractors, the contracting officer will coordinate with HQ USFK, ACofS, Acquisition Management, in order to obtain U.S.-ROK SOFA status designation. The following information will be provided by letter or message:



**USFK Reg 700-19**

(1) Contracting office address, point of contact (POC), and Defense Switched Network (DSN) telephone numbers.

(2) Solicitation number.

(3) Names of firms being solicited and the country in which they are incorporated.

(4) Estimated number of U.S., third-country national, and ROK employees required to perform this contract in the ROK.

(5) Reasons for use of a non-Korean firm.

(a) Security considerations (that is, personnel performing under this contract must possess DOD industrial security clearances).

(b) Technical qualifications required by the contract specifications are not available from contractors within the ROK.

(c) Unavailability of materials or services required by U.S. standards.

(d) Limitations of U.S. law.

(6) Location(s) of work performance in the ROK (that is, the name of the military installation and unit or organizational name).

(7) Description of contract and work (that is, brief description of the type and purpose of the contract).

(8) Length of contract (that is, actual or estimated total contract period).

(9) Period of performance in the ROK (that is, actual or estimated arrival and departure dates for contractor personnel who will be in the ROK under the contract).

(10) Anticipated contract extensions or options.

(11) Designation of a unit or activity within the ROK to act as the USFK sponsoring agency.

(12) Information or data to support the conclusion that the logistic support required under this solicitation, both individual and corporate, are minimal requirements for the contractor to perform in the ROK and that such logistic support will be considered in negotiating a reduced contract price for the U.S. Government.

(13) Information or data to support the conclusion that the performance of this contract in the ROK is solely for the benefit of U.S. armed forces.

b. For coordination, mailing and message addresses for HQ USFK, ACofS, Acquisition Management, are shown below:

(1) Mailing address.

Commander  
United States Forces, Korea  
ACofS, Acquisition Management  
ATTN: FKAQ, Unit #15237  
APO AP 96205-0010

(2) Message address.

COMUSKOREA SEOUL KOR//FKAQ//

c. The contracting officer will provide an information copy of the presolicitation SOFA status coordination to the USFK sponsoring agency.

d. The ACofS, Acquisition Management, HQ USFK, will determine SOFA status eligibility based on the above information provided by the contracting office (see chap 3 for SOFA status criteria), and provide a SOFA designation notice back to the contracting office with an information copy to the USFK sponsoring agency.

## **2-5. PRESOLICITATION LOGISTIC SUPPORT COORDINATION.**

a. As soon as practical after it is known what items of logistic support are anticipated to be included in the solicitation, the contracting officer will coordinate with the USFK sponsoring agency to determine the availability of and the eligibility for logistic support items (both corporate and individual) at the contract performance site(s).

b. The USFK sponsoring agency will determine what logistic support is available and the eligibility requirements in accordance with this regulation. (See chap 4 for logistic support criteria.)

c. The USFK sponsoring agency will notify the contracting office of its determinations with an information copy to HQ USFK, ACofS, Acquisition Management.

**2-6. POST-AWARD COORDINATION.** The contracting officer will provide the following information to HQ USFK, ACofS, Acquisition Management, with an information copy to the USFK sponsoring agency, after the contract has been awarded:

- a. Contracting office address, POC, and DSN telephone number.
- b. Solicitation number.
- c. Contract number.

## **USFK Reg 700-19**

- d. Effective date of contract.
- e. Expiration date of contract.
- f. Contractor's name and address.
- g. Information concerning employees who will perform in the ROK.
  - (1) Name of contractor employee.
  - (2) Social security number.
  - (3) Citizenship.
  - (4) Names, citizenship, and relationships of dependents who will accompany employee to the ROK.
  - (5) Estimated arrival date in the ROK.
- h. Any changes to the information provided during the presolicitation coordination, both SOFA and logistic.

**2-7. CONTRACT CLAUSE.** The clause shown in table 2-1 shall be placed in each solicitation that requires invited contractor or technical representative status under the U.S.-ROK SOFA.

### **Section III. SPONSORING AGENCY**

**2-8. USFK SPONSORING AGENCY.** The USFK sponsoring agency is the DOD organization located in the ROK that is physically closest to and primarily responsible for the functional work area in which the invited contractor or technical representative is performing the tasks required by the contract.

**2-9. DESIGNATION OF SPONSORING AGENCY.** The sponsoring agency should be designated by the contracting office during the presolicitation phase of the contracting cycle (see chap 2, sec II).

**2-10. HEAD OF THE USFK SPONSORING AGENCY.** The head of the USFK sponsoring agency will--

a. Advise HQ USFK, ACofS, Acquisition Management, in writing (that is, by letter or message) within 3 working days after learning of a contract to be performed in the ROK. The following information shall be provided as it becomes available:

- (1) Company name.
- (2) Contract number.
- (3) Work to be performed.

**Table 2-1**  
**Contract clause**

**INVITED CONTRACTOR OR TECHNICAL REPRESENTATIVE STATUS  
REPUBLIC OF KOREA**

- a. Invited contractor or technical representative status under the U.S.-ROK SOFA is subject to the written approval of HQ USFK, ACofS, Acquisition Management.
- b. The contracting officer will coordinate with HQ USFK, ACofS, Acquisition Management, in accordance with DFARS, subpart 225.77, and USFK Reg 700-19. The ACofS, Acquisition Management, will determine the appropriate contractor status under the SOFA and notify the contracting officer of the determination.
- c. Subject to the above approval, the contractor, including their employees and lawful dependents, may be accorded such privileges and exemptions as specified in the U.S.-ROK SOFA, and implemented per USFK Reg 700-19, subject to the conditions and limitations imposed by the SOFA and this regulation. Those privileges and exemptions may be furnished during the performance period of the contract, subject to their availability and provided the invited contractor or technical representative status is not withdrawn by USFK.
- d. The contractor officials and employees performing under this contract collectively and separately warrant that they are not now performing, nor will perform during the period of this contract, any contract services or otherwise engage in business activities in the ROK other than those pertaining to the U.S. armed forces.
- e. During performance of the work in the ROK required by this contract, the contractor will be governed by USFK regulations pertaining to the direct hiring and the personnel administration of Korean National employees.
- f. The authorities of the ROK will have the right to exercise jurisdiction over invited contractors and technical representatives, including officials and employees and their dependents, for offenses committed in the ROK and punishable by the laws of the ROK. In recognition of the role of such persons in the defense of the ROK, they will be subject to the provisions of Article XXII, U.S.-ROK SOFA, related Agreed Minutes and Understandings on Implementation. In those cases in which the authorities of the ROK decide not to exercise jurisdiction, they shall notify the U.S. military authorities as soon as possible. On such notification, the military authorities will have the right to exercise such jurisdiction over the persons referred to, as is conferred on them by the law of the United States.

**Table 2-1 - continued**  
**Contract clause**

g. Invited contractors and technical representatives agree to cooperate fully with the USFK sponsoring agency and responsible officer on all matters pertaining to logistic support. In particular, contractors will provide prompt and accurate reporting of changes in employee status as required by this regulation to the assigned sponsoring agency. Except for contractor air crews flying Military Airlift Command missions, all U.S. contractors performing work on United States Air Force classified contracts will report to the nearest Security Police Information Security Section for the geographical area where the contract is to be performed.

h. Invited contractor and technical representative status will be withdrawn by USFK on--

(1) Completion or termination of the contract.

(2) Proof that the contractor or employees are engaged in business activities in the ROK other than those pertaining to U.S. armed forces.

(3) Proof that the contractor or employees are engaged in practices illegal in the ROK or are violating USFK regulations.

i. It is agreed that the withdrawal of the invited contractor or technical representative status or any of the privileges associated therewith by the U.S. Government, will not constitute grounds for excusable delay by the contractor in the performance of the contract, nor will it justify or excuse the contractor defaulting the performance of this contract; and such withdrawal will not serve as a basis for the filing of any claims against the U.S. Government if the withdrawal is made for the reasons stated in subparagraph h above. Under no circumstances will the withdrawal of such status or privileges be considered or construed as a breach of contract by the U.S. Government. The determination to withdraw SOFA status and privileges by USFK shall be final and binding on the parties unless it is patently arbitrary, capricious, and lacking in good faith.  
(End of Clause)

- (4) Place of performance
- (5) Time period.
- (6) POC at the sponsoring agency.

b. Communicate directly with the contracting office (with an information copy to HQ USFK, ACoS, Acquisition Management) in order to--

(1) Validate the availability of logistic support (both corporate and individual) that is stipulated in the terms of the solicitation or contract.

(2) Provide the contracting office with information concerning security requirements pertaining to the area of contract performance.

(3) Coordinate any special contract requirements.

c. Appoint a responsible officer from the DOD organization most directly associated with the work to be performed by the contractor. This person must be a U.S. citizen or DOD employee (military or civilian), who is directly responsible for processing in and out and administering appropriate logistic support for invited contractors and technical representatives during contract performance in the ROK. The responsible officer should be geographically and functionally situated to enable direct personal contact with contractor employees. The responsible officer may be the same person as the Contracting Officer's Representative (COR). The responsible officer, however, is interested primarily in administering logistic support matters for the agency head, while the COR monitors the performance of the contract for the contracting officer. An adequate number of persons should be appointed depending on the number of contractor employees and the dispersal of geographic locations.

d. Provide a copy of the additional duty orders to HQ USFK, ACoS, Acquisition Management. The additional duty orders shall include the following data concerning the responsible officer:

(1) Contract number(s) and company name(s) for which the responsible officer will serve.

(2) Full name.

(3) Rank and grade.

(4) Social security number.

(5) Duty address.

(6) Duty telephone numbers.

(7) Date eligible for return from overseas.

## **USFK Reg 700-19**

**2-11. DUTIES OF RESPONSIBLE OFFICER.** The overall administration of logistic support provided to USFK invited contractors and technical representatives is the primary function of the appointed responsible officer. The responsible officer will--

- a. Determine the exact logistic support the contractor and individual employees are authorized.
- b. Prepare invitational travel orders or letters of accreditation for the contractor personnel, if necessary. (See para 2-12.)
- c. Assist the contractor employees in obtaining all authorized logistic support.
- d. Provide each contractor employee a USFK Form 175-R (Invited Contractor and Technical Representative Personnel Data Report) and ensure it is completed within 5 workdays of arrival, departure, or change in data. A reproducible copy of this form is provided at appendix B. (This form will be locally reproduced on 8 1/2- by 11-inch paper.)
- e. Validate the completed USFK Form 175-R by completing part II.
- f. Obtain verification of SOFA status endorsement on each USFK Form 175-R from the ACofS, Acquisition Management. Retain one copy for record and provide one copy to the senior contractor representative located in Korea.
- g. Prepare DD Form 1172 (Application for Uniformed Services Identification and Privilege Card) by completing items 1 through 91. Items 92 through 111 will be completed by the issuing agency. For grade or rank, state "IC" (invited contractor) or "TR" (technical representative) as appropriate. A copy of the endorsed USFK Form 175-R must be attached to the DD Form 1172.
- h. Prepare a letter of accreditation and, unless otherwise exempted by ACofS, FKJ1, Data Management Division, USFK Form 42 (Command Unique Personnel Information Data System (CUPIDS) Application) for ration control plates. A copy of the endorsed USFK Form 175-R must be attached to the documents. (See fig C-1 for a sample letter of accreditation.)
- i. Ensure that ownership, import or export, registration, and disposition of company-owned and privately owned vehicles is in accordance with USFK Reg 190-1. In the event the company-owned vehicles are required by the contractor, the responsible officer will validate the need for the quantity and types of vehicles before approving their importation or local purchase and registration.
- j. Confirm that all incoming contractor personnel and their dependents have, or obtain after their arrival, the appropriate ROK Government visa (Multiple Entry Permit, Status 9-3) and SOFA verification seal entered in their passports per USFK Reg 1-54. In instances where either of these is lacking, prepare either the letter at figure C-2

or figure C-3, as applicable, for the signature of the head of the USFK sponsoring agency. The letter will then be hand-carried by the contractor employee, along with pertinent identification cards, to the nearest ROK immigration office in order to obtain required entry visas in their passports.

k. Provide USFK 1EK (HQ USFK SOFA Card) to all incoming contractor individuals and their dependents.

l. Prepare letters, if necessary, to the DOD dependents schools in order to validate the enrollment status of contractor employee dependents. (See fig C-4 for a sample letter.)

m. Do the following, upon receiving valid information that the contractor, officials, or employees, or their dependents have violated or noncomplied with--

(1) USFK ration control system (USFK Reg 60-1). Investigate the circumstances surrounding the violation or noncompliance and in coordination with the senior contractor representative in Korea, the appropriate area support group commander, and the USFK provost marshal, ensure that administrative or disciplinary action is imposed on offenders.

(2) Business activities in the ROK other than USFK contracts. Determine the circumstances and consult as necessary with HQ USFK, Judge Advocate, and the ACoS, Acquisition Management.

(3) Other command directives or U.S.-ROK laws. Consult with the USFK provost marshal and judge advocate offices for appropriate assistance and legal advice in the investigation of the matter.

n. Notify HQ USFK, ACoS, Acquisition Management, in writing, of findings and recommendations, if any of the above investigations result in the conclusion that withdrawal of SOFA status is necessary.

o. Ensure that each contractor employee, when outprocessing--

(1) Turns in identification cards (self and dependents, if applicable) to proper issuing authorities per EUSA Suppl 1 to AR 640-3. Completes USFK Form 175-R indicating disposition of the card(s).

(2) Turns in ration control plates (self and dependents, if applicable) to proper issuing authorities per USFK Reg 60-1. Completes USFK Form 175-R indicating disposition of the card(s).

(3) Understands the individual responsibility to show proper disposition of controlled items purchased under the ration control system per USFK Reg 60-1.

**2-12. ORDERS AND ACCREDITATION.** If contractor employees arrive in the ROK without adequate travel orders or letters of accreditation, or if the USFK sponsoring agency is asked to prepare such documents, the appointed responsible officer may



## **USFK Reg 700-19**

prepare invitational travel orders or letters of accreditation, as appropriate. If contractor personnel have already arrived in Korea, the letters of accreditation would be more appropriate than invitational travel orders. The main purpose of the invitational travel orders or letters of accreditation are to define the status of the contractor employee and outline the logistic support authorized. (See figs C-1 (letter of accreditation) and C-5 (invitational travel order) for samples, chap 3 for SOFA status information, and chap 4 to determine authorized logistic support.)

**2-13. CHANGE IN SOFA STATUS.** The responsible officer shall notify HQ USFK, ACofS, ATTN: FKJ1-PPO, whenever invited contractor and technical representative employees or their dependents change SOFA status per USFK Reg 1-38. (See fig C-6 for a sample letter.)

**2-14. REPORTING OF DISCHARGED EMPLOYEES.** USFK invited contractors and technical representatives shall comply with USFK Reg 190-7. The responsible officer shall notify the USFK Provost Marshal, ATTN: FKPM-SSD-I, whenever invited contractor and technical representative employees (U.S., Korean Nationals, and third-country nationals) are discharged from their employment or otherwise denied access to USFK installations. (See figs C-7, C-8, and C-9 for sample letters of denial of installation access.)

**2-15. OPERATING MOTOR VEHICLES.** USFK invited contractors and technical representatives shall comply with USFK Reg 190-1 when operating company-owned and privately owned vehicles on all U.S. military installations in the ROK.

## CHAPTER 3

### INVITED CONTRACTORS AND THE U.S.-ROK SOFA

**3-1. U.S. CONTRACTOR SOFA STATUS.** U.S. contractors may be designated by HQ USFK, ACofS, Acquisition Management, as either invited contractors or technical representatives in accordance with the U.S.-ROK SOFA. Invited contractors and technical representatives are used by USFK activities to enhance their mission capabilities. Invited contractors and technical representatives are permitted to enter and perform their contracts in the ROK only in accordance with the U.S.-ROK SOFA.

#### **3-2. INVITED CONTRACTOR STATUS.**

a. U.S. contractors may be designated as invited contractors under Article XV of the SOFA if the following conditions are met:

(1) Designation of contractors shall be restricted to situations when USFK cannot use ROK contractors because of--

- (a) Security considerations.
- (b) Technical qualifications.
- (c) Unavailability of materials or services required by U.S. standards.
- (d) Limitations of U.S. law.

(2) Contractor is organized under the laws of the U.S.

(3) Contractor employees are ordinarily resident in the U.S. (for example, U.S. citizenship and residence in U.S. or "green card" holder and residence in the U.S.).

(4) Contractor employees are present in the ROK solely to perform contract services for USFK and are not engaged in other business in Korea.

b. Official designation as invited contractor shall be made by HQ USFK, ACofS, Acquisition Management, upon consultation with the ROK government as specified in the SOFA and Joint Committee procedures.

**3-3. INVITED CONTRACTOR SOFA BENEFITS.** Article XV of the SOFA allows USFK to provide the following benefits to invited contractors:

a. Access to and movement between U.S. armed forces facilities and areas as provided for in Article XV, Invited Contractors, subparagraph 3a.

b. Entry into the ROK as provided for in Article XV, subparagraph 3b.

## **USFK Reg 700-19**

- c. Exemption from customs duties and other such charges as provided for in Article XV, subparagraph 3c.
- d. Use of nonappropriated fund organizations as provided for in Article XV, subparagraph 3d.
- e. Exemption from foreign exchange controls as provided for in Article XV, subparagraph 3e.
- f. Use of military banking facilities as provided for in Article XV, subparagraph 3f.
- g. Use of military post offices as provided for in Article XV, subparagraph 3g.
- h. Use of utilities and services as provided for in Article XV, subparagraph 3h.
- i. Exemption from the laws and regulations of the ROK with respect to terms and conditions of employment, and licensing and registration of business and corporations as provided for in Article XV, subparagraph 3i. (However, contractors directly hiring Korean nationals must comply with USFK Reg 690-1 and other applicable USFK regulations concerning the employment of Korean Nationals.)
- j. Exemption from ROK taxes as provided for in Article XV, paragraphs 5, 6, and 7.
- k. Although subject to ROK criminal jurisdiction, contractor personnel shall be granted the protections as provided for in Article XV, paragraph 8.
- 1. Licensing and registration of privately owned vehicles as provided for in the Minutes of the 32d Meeting of the Joint Committee under the ROK-U.S. Status of Forces Agreement, 7 November 1968.

### **3-4. TECHNICAL REPRESENTATIVE STATUS.**

- a. U.S. contractors may be designated as technical representatives under Article I of the SOFA and as agreed to in the 14th Joint Committee Meeting, 14 September 1967, if the following conditions are met:
  - (1) Technical representatives are special instructors or advisors to U.S. personnel in the operation and maintenance of complex military equipment where the particular skills required are not available from U.S. military or sources in the ROK.
  - (2) Technical representatives must be in the ROK solely for performance of a contract in support of U.S. armed forces.
  - (3) Technical representatives are persons of U.S. citizenship except in unusual circumstances as shown in subparagraph 3-7c.

b. Official designation as technical representative shall be made by HQ USFK, ACofS, Acquisition Management. Consultation with the ROK government is not required since technical representatives are considered members of the civilian component under Article I of the SOFA.

**3-5. TECHNICAL REPRESENTATIVE SOFA BENEFITS.** Article I of the SOFA 14th Joint Committee Meeting allows USFK to provide the following benefits to technical representatives:

a. Access to and movement between U.S. armed forces facilities and areas as provided for in Article X, Access of Vessels and Aircraft.

b. Entry into the ROK as provided for in Article VIII, Entry and Exit.

c. Exemption from customs duties and other such charges as provided for in Article IX, Customs and Duties.

d. Use of nonappropriated fund organizations as provided for in Article XIII, Nonappropriated Fund Organizations.

e. Exemption from foreign exchange controls as provided for in Article XVIII, Foreign Exchange Controls.

f. Use of military banking facilities as provided for in Article XIX, Military Payment Certificates.

g. Use of military post offices as provided for in Article XX, Military Post Offices.

h. Use of utilities and services as provided for in Article VI, Utilities and Services.

i. Exemption from the laws and regulations of the ROK with respect to terms and conditions of employment as provided for in Article XVII, Labor. (However, contractors that directly hire Korean Nationals must comply with USFK Reg 690-1, and other applicable USFK regulations concerning the employment of Korean Nationals.)

j. Exemption from ROK taxes as provided for in Article XIV, Taxation.

k. Although subject to ROK criminal jurisdiction, contractor personnel shall be granted the protections as provided for in Article XXII, Criminal Jurisdiction.

l. Licensing and registration of privately owned vehicles as provided for in Article XXIV, Vehicle and Driver's Licenses.

**3-6. CANCELLATION OF SOFA STATUS.** HQ USFK, ACofS, Acquisition Management, shall withdraw invited contractor and technical representative SOFA status immediately upon--

## **USFK Reg 700-19**

- a. Completion of the contract.
- b. Proof that the contractor or employees are engaged in business activities in the ROK other than those pertaining to U.S. armed forces.
- c. Proof that the contractor or employees are engaged in practices illegal in the ROK or are in violation of USFK regulations.

### **3-7. THIRD-COUNTRY CORPORATIONS AND NATIONALS.**

a. Except in unusual circumstances as shown below, third-country corporations and nationals are not entitled to SOFA status, therefore, they cannot receive USFK logistic support.

b. Exceptions to the above general policy concerning invited contractor third-country nationals are as follows:

(1) Ordinarily resident in the U.S. (Article XV, subparagraph 1b).

Third-country national employees of U.S.-invited contractors who ordinarily reside in the U.S. may qualify for SOFA status. Qualified employees may receive SOFA status and individual logistic support.

(2) Employed before the SOFA (Agreed Minutes, Article XV, paragraph 2).

Third-country national employees of invited contractors who were in the ROK on the effective date of the SOFA (9 February 1967), who have been continually employed as invited contractor employees, and who would qualify for SOFA status under Article XV but for the fact that they are not ordinarily resident in the U.S., may qualify for SOFA status. Qualified employees may receive SOFA status and individual logistic support.

(3) Skills not available in Korea (Understandings on Implementation, Article XV, paragraph 1, subparagraph 2). United States armed forces invited contractors may bring into the ROK, without privileges or benefits, third-country contractor employees if they possess special skills not available from the Korean labor force. Exceptions will be considered on a case-by-case basis by HQ USFK, ACoS, Acquisition Management, based on a written study prepared by the contracting office. The study must identify the--

(a) Special skills not available from the Korean or U.S. labor force.

(b) Alternative sources of these special skills.

(c) Impact of not using third-country national employees who possess the identified special skills.

(d) Methodology used in making the study.

If HQ USFK, ACoS, Acquisition Management, approves the findings of the study, qualified employees may be brought into Korea to perform work related to the special skills. Third-country national employees will not receive SOFA status or SOFA

benefits such as entry and exit; exemption from ROK Government customs, duties, taxes, and business laws. Additionally, these employees may not receive individual logistic support such as use of the post exchange (PX), base exchange (BX), class VI store, gasoline, petroleum, oils, and lubricants (POL) purchases, commissary, clubs, military postal services, military banking facilities, privately owned vehicle registration, motor vehicle operator's permit, and medical and dental care.

(4) Significant advantage to using a third-country corporation (Understandings on Implementation, Article XV, paragraph 1). U.S. armed forces may use third-country corporations as invited contractors if U.S. authorities determine that there would be significant advantage for U.S.-ROK mutual defense and the ROK Government Ministry of Trade and Industry approves the use of a specified third-country corporation. Approved third-country corporations may receive only those SOFA benefits necessary for contract performance such as entry and exit; exemption from ROK Government customs, duties, taxes, and business laws. Their third-country national employees not ordinarily resident in the U.S. may not receive individual logistic support such as use of the PX, BX, class VI store, gasoline and POL purchases, commissary, clubs, military postal services, military banking facilities, privately owned vehicle registration, motor vehicle operator's permit, and medical and dental care.

c. An exception concerning technical representative third-country nationals is skills not available from the U.S. or ROK. Technical representatives, as defined at the 14th Joint Committee Meeting, are considered to be part of the "civilian component" under U.S.-ROK SOFA, Article I. Special third-country national technical representatives, acting as special advisors or instructors in the operation of complex military equipment, may be brought into Korea by U.S. armed forces solely to support U.S. armed forces in Korea. These individuals may be eligible to receive SOFA status and individual logistic support.

## CHAPTER 4

### LOGISTIC SUPPORT

#### 4-1. LOGISTIC SUPPORT QUALIFYING CRITERIA.

a. Logistic support, corporate and individual, may be provided to USFK invited contractors and technical representatives only in accordance with the U.S.-ROK SOFA, USFK regulations, subject to availability, and on a reimbursable basis.

b. USFK generally will not provide logistic support to contractors in the ROK unless such contractors are eligible for SOFA status. (See chap 3 for details on SOFA status designation and privileges.)

c. The USFK sponsoring agencies have overall responsibility for logistic support. (See chap 2 for details about the responsibilities of sponsoring agencies and responsible officers.)

d. Full logistic support (that is, command sponsored support) may be provided only to full-time contractor employees of properly designated invited contractors and technical representatives who are not local hires (that is, not hired in the ROK) and who will be in the ROK for 1 year or longer. Contractor personnel and dependents will be required to pay prevailing rates or fees applicable for the logistic support received.

e. Logistic support is a privilege provided by USFK and is not a contractual right. Purchases in the PX or BX, commissary, and class VI store are subject to quantity limitations under a computerized ration control system. Overpurchases or other violations of USFK regulations by contractor employees and dependents may result in the loss of logistic support.

f. SOFA status and logistic support will not be provided to salespersons, marketing representatives, consultants, and others not directly related to a specific line item or line items of service in a U.S. Government contract that requires performance in the ROK and is solely in support of the U.S. armed forces.

#### 4-2. CORPORATION LOGISTIC SUPPORT.

a. USFK may provide logistic support to corporations that have been designated as invited contractors or technical representatives by HQ USFK, ACofS, Acquisition Management, as follows:

- (1) SOFA status exemptions. (See chap 3.)
- (2) Use of postal facilities for corporate mail.

b. All other corporate logistic support (for example, office space, telephones, corporate fuel purchases, the number and type of company-owned vehicles authorized to be registered) must be coordinated between the contracting office and the USFK sponsoring agency and approved by the USFK sponsoring agency before contract performance in the ROK.

#### **4.3. INDIVIDUAL LOGISTIC SUPPORT.**

a. USFK may provide logistic support to employees and authorized dependents of invited contractors and technical representatives subject to availability and in accordance with this regulation. (See figs 4-1 and 4-2 for logistic support categories and criteria.)

b. For dependents to be considered authorized to receive logistic support from USFK, both of the following conditions must be met:

(1) Must be a lawful dependent of the contractor employee.

(2) Contractor employee must be considered command sponsored in accordance with this regulation. (See figs 4-1 and 4-2 for criteria.)



EMPLOYMENT STATUS	+	POINT OF HIRE	+	PERFORMANCE PERIOD IN ROK	=	LOGISTICS SUPPORT RCP STATUS
FULL TIME		OTHER THAN LOCAL HIRE		1 YEAR OR MORE		COMMAND SPONSORED
FULL TIME		OTHER THAN LOCAL HIRE		LESS THAN 1 YEAR		INDIVIDUALLY SPONSORED
FULL TIME		LOCAL HIRE		1 YEAR OR MORE		INDIVIDUALLY SPONSORED
FULL TIME		LOCAL HIRE		LESS THAN 1 YEAR		INDIVIDUALLY SPONSORED
PART TIME						NO SUPPORT

### **DEFINITIONS**

Full time. In a paid status of 30 hours or more per week.

Part time. In a paid status of 29 hours or less per week.

Local hire. A U.S. or third-country national employee who is ordinarily resident in the U.S. but was hired in the ROK and has no transportation agreement with the employer.

Command sponsored. Individual and dependents will be considered command sponsored for ration control purposes per USFK Reg 60-1.

Individually sponsored. Individual will be considered individually sponsored for ration control purposes in accordance with USFK Reg 60-1. No support for dependents authorized.

No support. Individual and dependents will not be provided any logistic support; however, individual and dependents will receive SOFA status if eligible in accordance with the SOFA and contract terms and conditions.

Figure 4-1. USFK invited contractor and technical representative logistic support criteria (other than academic institution instructors, learning center managers, test examiners, and military occupational specialty (MOS)/vocational instructors)

Academic Institution Instructors			
EMPLOYMENT STATUS +	POINT OF HIRE +	CONTRACT AND TRAVEL ORDERS AUTHORIZED =	LOGISTIC SUPPORT/RCP STATUS
FULL TIME INSTRUCTOR*	OTHER THAN LOCAL HIRE	SPONSOR & DEPENDENT TRAVEL AT GOVERNMENT EXPENSE	COMMAND SPONSORED
*In accordance with the academic institution's criteria as cited in the contract.			
Learning Center Managers and Test Examiners and MOS/Vocational Instructors			
EMPLOYMENT STATUS +	POINT OF HIRE +	PERFORMANCE PERIOD IN ROK =	LOGISTIC SUPPORT/RCP STATUS
FULL TIME LEARNING CENTER MANAGER, TEST EXAMINER, MOS/VOCATIONAL INSTRUCTOR**	LOCAL HIRE	LESS THAN 1 YEAR	INDIVIDUALLY SPONSORED
**Considered full time if working 20 or more hours per week.			
<b>NOTE:</b> All other employees of academic institutions will use the criteria for other than academic institution instructor.			
DEFINITIONS			
Local hire. A U.S. or third-country national employee who is ordinarily resident in the U.S. but was hired in the ROK and has no transportation agreement with the employer.			
Command sponsored. Individual and dependents will be considered command sponsored for ration control purposes per USFK Reg 60-1.			
Individually sponsored. Individual will be considered individually sponsored for ration control purposes in accordance with USFK Reg 60-1. No support for dependents authorized.			

Figure 4-2. USFK invited contractor and technical representative logistic support criteria (academic institution instructors, training center managers, test examiners, and MOS/vocational instructors)

Contractor employees and authorized dependents, who have been determined by their USFK sponsoring agency to be command sponsored in accordance with the criteria at figures 4-1 and 4-2, may be provided the following logistic support unless specifically excluded by the terms of the U.S.-ROK SOFA or their U.S. Government contract:

1. SOFA status for contractor employee and lawful dependents.
2. Duty-free importation privileges in accordance with SOFA and USFK regulations.
3. DD Form 1173 (Uniformed Services Identification and Privilege Card).
4. USFK Form 73 (USFK Ration Control Plate).
5. Full PX or BX privileges.
6. Full commissary privileges.
7. Full class VI store privileges (alcoholic beverage package store).
8. Purchase of gasoline and POL products at PX or BX facilities.
9. Military postal service privileges (Army post office and fleet post office).
10. Military banking and credit union privileges.
11. Motor vehicle operator's permit.
12. Registration of one privately owned vehicle per family.
13. Registration of pets and firearms.
14. Medical services on a reimbursable basis.
15. Dental services for emergency care only on a reimbursable basis.
16. Mortuary services on a reimbursable basis.
17. Department of Defense dependents schools on a space-available, tuition-paying basis.
18. Continuing education programs on a space-available basis.

Figure 4-3. Command-sponsored logistic support

19. Officers, noncommissioned officers, and enlisted members clubs subject to local policies.
20. Morale, welfare, and recreation facilities.
21. Armed forces recreation center facilities on a space-available basis.
22. Legal assistance on a space-available basis.
23. Billeting and messing facilities (remote sites only, space-available basis).
24. Housing referral services (limited to translation assistance and explanation of host country rental laws and utility and telephone services).

**Figure 4-3. Command-sponsored logistic support--Continued**

Contractor employees, who have been determined by their USFK sponsoring agency to be individually sponsored in accordance with the criteria at figures 4-1 and 4-2, may be provided the following logistic support unless specifically excluded by the terms of their U.S. Government contract:

1. SOFA status for contractor employee and lawful dependents.
2. Duty-free importation privileges in accordance with SOFA and USFK regulations.
3. DD Form 1173 (Uniformed Services Identification and Privilege Card). May be issued to employee only. DA Form 1602 (Civilian Identification) may be issued to accompanying dependents.
4. USFK Form 73 (USFK Ration Control Plate) (family size--one). May be issued to employee only.
5. PX or BX privileges (family size--one).
6. Commissary privileges (only authorized if contractor employee is going to be in the ROK for more than 60 days; family size--one).
7. Class VI store privileges (family size--one).
8. Purchase of gasoline and POL products at PX or BX facilities.
9. Military postal service privileges (Army post office and fleet post office).
10. Military banking and credit union privileges.
11. Motor vehicle operator's permit.
12. Registration of one privately owned vehicle per family.
13. Registration of pets and firearms.
14. Medical services on a reimbursable basis.
15. Dental services for emergency care only on a reimbursable basis.
16. Mortuary services on a reimbursable basis.

Figure 4-4. Individually sponsored logistic support

17. Continuing education programs on a space-available basis.
18. Officer, noncommissioned officer, enlisted member clubs subject to local policies.
19. Morale, welfare, and recreation facilities.
20. Armed forces recreation center facilities on a space-available basis.
21. Legal assistance on a space-available basis.
22. Billeting and messing facilities (remote sites only, space-available basis).
23. Housing referral services (limited to translation assistance and explanation of host country rental laws and utility and telephone services).
24. Noncombatant evacuation operations registration of noncommand-sponsored dependents authorized.

**Figure 4-4. Individually sponsored logistic support--Continued**

Contractor employees, who have been determined by their USFK sponsoring agency to be in the no support status according to the criteria at figures 4-1 and 4-2, may be provided the following unless specifically excluded by the terms of the U.S.-ROK SOFA or their U.S. Government contract:

1. SOFA status for contractor employee and lawful dependents.
2. Duty-free importation privileges according to SOFA and USFK regulations.
3. DA Form 1602 (Civilian Identification).

Figure 4-5. No logistic support

**USFK Reg 700-19**

**The proponent of this regulation is the Office of the Assistant Chief of Staff, Acquisition Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, ACoS, Acquisition Management, ATTN: FKAQ, Unit #15237, APO AP 96205-0010.**

**FOR THE COMMANDER:**

**OFFICIAL:**

**JAMES R. TAYLOR  
Major General, USA  
Chief of Staff**

  
**J. D. ALLEN  
Lieutenant Colonel, USA  
Assistant Adjutant General**

**DISTRIBUTION:**

**C**

**SPECIAL DISTRIBUTION:**

- 2 - CDR, US ARMY WESTERN COMMAND,  
ATTN: APAM, FORT SHAFTER,  
HAWAII 96858-5100
- 2 - CDR, PACAF, ATTN: LGCP,  
HICKAM AFB, HAWAII 96853-5001
- 2 - CDR, PACAF CONTRACTING  
CENTER JAPAN, ATTN: LGC,  
APO AP 96328-5320
- 2 - CDR, DCMAO-KIMHAE  
APO AP 96214-0006
- 2 - CDR, FLEET ACTIVITIES CHINHAE,  
ATTN: PWO/OICC and N4,  
FPO SEATTLE 98769-1100
- 2 - CDR, USAMC, DESCOM SUPPORT  
ACTIVITY FAR EAST,  
ATTN: SDSFE-CC,  
APO AP 96483-0443
- 5 - CDR, USNFK
- 25 - CDR, 7th AF, APO AP 96570-5000
- 5 - CDR, AAFES-KOREA
- 5 - CDR, US ARMY ENGINEER  
DISTRICT, FAR EAST, COE
- 30 - CDR, USAKCA
- 150 - FKAQ



## **APPENDIX A**

### **REFERENCES**

#### **Section I. Required Publications**

DFARS, Part 225, Subpart 225.77 (Procurements Involving Work to be Performed in Foreign Countries by United States Contractors). Cited in paragraph 2-1 and table 2-1.

DOD Directive 1342.13 (Eligibility Requirements for Education of Minor Dependents in Overseas Areas). Cited in appendix C, figure C-4.

EUSA Suppl 1 to AR 640-3 (Identification Cards, Tags, and Badges). Cited in subparagraph 2-11o(1).

USFK Reg 1-38 (Change of Status of Personnel). Cited in paragraph 2-13 and appendix C, figure C-6.

USFK Reg 1-54 (Documentation and Verification of Status of Personnel). Cited in subparagraph 2-11j.

USFK Reg 60-1 (Ration Control). Cited in subparagraphs 2-11m(1), 2-11o(2), 2-11o(3), and figures 4-1 and 4-2.

USFK Reg 190-1 (Motor Vehicle Traffic Supervision). Cited in subparagraph 2-11i and paragraph 2-15.

USFK Reg 190-7 (Installation Access Control System). Cited in paragraph 2-14 and appendix C, figures C-7, C-8, and C-9.

USFK Reg 690-1 (Regulations and Procedures - Korean Nationals). Cited in subparagraphs 3-3i and 3-5i.

#### **Section II. Related Publications**

AR 37-1 (Army Accounting and Fund Control).

DOD Manual 4525.6 (Single Manager for Military Postal Service).

USFK Pam 690-500 (Standardized Job Descriptions for Korean Employees).

USFK Reg 1-44 (Criminal Jurisdiction under Article XXII, Status of Forces Agreement).

USFK Reg 1-46 (Reporting of SOFA Personnel Entering and Departing the Republic of Korea).

INVITED CONTRACTOR AND TECHNICAL REPRESENTATIVE PERSONNEL DATA REPORT (USFK REG 700-19) (See Instructions and Privacy Act Statement on reverse side)				
PART I - (To be completed by the contractor employee)				
TYPE OF REPORT <input type="checkbox"/> ARRIVAL <input type="checkbox"/> CHANGE IN DATA		CONTRACT NUMBER		CONTRACT EXPIRATION DATE
CONTRACTOR COMPANY NAME		DESCRIPTION OF SERVICE		
EMPLOYEE'S NAME (LAST, FIRST, MI)		SSN	CITIZENSHIP	PASSPORT NUMBER
EMPLOYEE'S SIGNATURE		<input type="checkbox"/> INVITED CONTRACTOR <input type="checkbox"/> TECHNICAL REPRESENTATIVE		COMMAND SPONSORED <input type="checkbox"/> YES <input type="checkbox"/> NO
DATE AND PLACE OF HIRE		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART-TIME		
ORDINARY RESIDENCE (CITY, STATE, COUNTRY)			NUMBER OF DEPENDENTS IN KOREA	
DUTY ADDRESS IN KOREA			DUTY PHONE NUMBER	
HOME ADDRESS IN KOREA			HOME PHONE NUMBER	
DATE OF ENTRY	PORT OF ENTRY		ESTIMATED DATE OF DEPARTURE FROM KOREA	
DEPENDENT'S NAME (LAST, FIRST, MI)	CITIZENSHIP	PASSPORT NO.	RELATIONSHIP	PORT AND DATE OF ENTRY
PART II - CERTIFICATION (To be completed by the responsible officer)				
The undersigned hereby certifies that the above information is true and correct to the best of my knowledge and belief.				
NAME AND GRADE		UNIT		
PHONE NUMBER	DEROS	SIGNATURE		DATE
PART III - (To be completed by ACofS, Acquisition Management)				
PART IV - REPORT OF DEPARTURE (To be completed by the USFK responsible officer)				
DATE OF DEPARTURE	DESTINATION	ID CARD TURNED-IN TO	RATION CONTROL PLATE TURNED-IN TO	
SIGNATURE OF CONTRACTOR SUPERVISOR		DATE	SIGNATURE OF USFK RESPONSIBLE OFFICER	DATE

PRIVACY ACT STATEMENT

1. **AUTHORITY:** Title 5 United States Code, Section 3012, and US-ROK Status Of Forces Agreement (SOFA).
2. **PRINCIPAL PURPOSE:** System of records used to identify USFK invited contractors, technical representatives, and their dependents to notify the Republic of Korea Government of their status.
3. **ROUTINE USES:** This form is used as a source document for identifying USFK invited contractors, technical representatives, and their dependents who are in the Republic of Korea. This form also is used to notify the Republic of Korea Government of the contractor personnel who receive SOFA status under Article XV Invited Contractors, according to the minutes of the official Meetings of the United States - Republic of Korea Joint Committee, 9th Joint Committee Meeting, 5 June 1967, Enclosure 8 Memorandum For: The Joint Committee, dated 31 May 1967.
4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Disclosure of information is voluntary; however, failure to provide required data may result in denial of individual SOFA status and logistic support.

INSTRUCTIONS FOR THE USE OF USFK FORM 175-R

1. United States Forces Korea Regulation 700-19 (USFK Invited Contractors and Technical Representatives) is the regulation that governs the use of this form.
2. Contractor employee will complete Part I and submit to the Responsible Officer.
3. Responsible Officer will complete Part II and submit this form in duplicate.
  - a. Send the original and second copy to: HQ USFK, ACofS, Acquisition Management  
UNIT #15237, ATTN: FKAQ  
APO AP 96205-0010
  - b. The ACofS, Acquisition Management, will complete Part III of the original and return it to the USFK Responsible Officer for retention in his files.
  - c. Responsible Officer will provide a copy of the original endorsed by ACofS, Acquisition Management to the senior contractor representative in Korea.
4. A new form will be completed and forwarded to the address in 3a not later than 3 workdays after each arrival and change in data of an Invited Contractor or Technical Representative.
5. Responsible Officer will complete Part IV of the original copy when the employee departs and return to HQ USFK, ACofS, Acquisition Management, address in 3a.
6. When any data in Part I changes, prepare a new form and process in accordance with paragraphs above.

**APPENDIX C**  
**SAMPLE LETTERS**

**SPONSORING AGENCY LETTERHEAD**

(Office Symbol) (MARKS Number)

(Date)

**SUBJECT:** Accreditation Letter Number (Office Symbol)-86-001 (FY)+(Sequence #)

**SEE DISTRIBUTION**

**1. References:**

- a. U.S.-ROK Status of Forces Agreement (SOFA).
- b. USFK Reg 700-19, United States Forces, Korea Invited Contractors and Technical Representatives.

2. The following individual is an employee of XYZ Company, Inc., and is serving in USFK as an (invited contractor or technical representative) under contract number FOOOOO-86-C-1111:

NAME	SSN	PASSPORT NO.	PERIOD OF ACCREDITATION IN USFK
SMITH, William G.	123-45-6789	011234567	1 Oct 85 through 30 Sep 86
SMITH, Myung H.	456-56-7891		
SMITH, Jason Y.	234-56-9123	011234568	

(List authorized dependents accompanying the contractor employee and their passport numbers).

3. Mr. William G. Smith is authorized the following SOFA status and individual logistic support during the above stated period of accreditation:

- a. SOFA status as a USFK (invited contractor or technical representative (see chap 3)).
- b. See chapter 4 to determine authorized individual logistic support for the contractor employee and authorized dependents, if any. List all authorized

Figure C-1. Sample of a letter of accreditation

**USFK Reg 700-19**

(Office Symbol) (MARKS Number)

SUBJECT: Accreditation Letter Number (Office Symbol)-86-001 (FY)+(Sequence #)

logistic support items (for example, USFK ration control privileges (command sponsored or individually sponsored)).

4. The point of contact for this action is (action officer's name and telephone number).

**SIGNATURE BLOCK**  
(Head of Sponsoring Agency)

**DISTRIBUTION:**

10 - Individual concerned  
1 - HQ USFK, ATTN: FKJ1-DM  
1 - HQ USFK, ATTN: FKAQ

Figure C-1. Sample of a letter of accreditation--Continued

SPONSORING AGENCY LETTERHEAD

(Month Day, Year)

Chief  
Entry Control Section  
Immigration Bureau  
Ministry of Justice

Dear Sir:

The person listed below is performing work with United States Forces, Korea as an invited contractor as defined in the United States-Republic of Korea Status of Forces Agreement (U.S.-ROK SOFA), Article XV. Pertinent data about the invited contractor and authorized dependents present in the Republic of Korea follows:

(List contract number, company name, employee and dependent names, social security numbers, passport numbers, identification card numbers, issue dates, and expiration dates).

It is requested the appropriate Multiple Entry Permit, Status 9-3, be issued to the above individuals and the visas be appropriately annotated to reflect their SOFA status within the Republic of Korea.

Sincerely,

SIGNATURE BLOCK  
(Head of Sponsoring Agency)

Copy Furnished:

Commander  
United States Forces, Korea  
Assistant Chief of Staff  
Acquisition Management  
Unit #15237  
APO AP 96205-0010

Figure C-2. Sample of a letter to request invited contractor's visa

**SPONSORING AGENCY LETTERHEAD**

(Month Day, Year)

Chief  
Entry Control Section  
Immigration Bureau  
Ministry of Justice

Dear Sir:

The person listed below is performing work with United States Forces, Korea as a technical representative and is a member of the civilian component as defined in the United States-Republic of Korea Status of Forces Agreement (U.S.-ROK SOFA), Article I(b) and as mutually agreed to in the official minutes of the Fourteenth Joint Committee meeting on 14 September 1967. Pertinent data about the technical representative and authorized dependents present in the Republic of Korea follows:

(List contract number, company name, employee and dependent names, social security numbers, passport numbers, identification card numbers, issue dates, and expiration dates).

It is requested that the appropriate Multiple Entry Permit, Status 9-3, be issued to the above individuals and the visas be appropriately annotated to reflect their SOFA status within the Republic of Korea.

Sincerely,

**SIGNATURE BLOCK**  
(Head of Sponsoring Agency)

Copy Furnished:

Commander  
United States Forces, Korea  
Assistant Chief of Staff  
Acquisition Management  
Unit #15237  
APO AP 96205-0010

**Figure C-3. Sample of a letter to request technical representative's  
visa**

## SPONSORING AGENCY LETTERHEAD

(Office Symbol) (MARKS Number)

(Date)

SUBJECT: Eligibility of Contractor Personnel for Education of Minor Dependents

Principal  
 (Name of School)  
 Unit #XXXXX  
 APO AP 96XXX-XXXX

## I. References:

- a. DOD Directive 1342.13, Eligibility Requirements for Education of Minor Dependents in Overseas Areas.
- b. USFK Reg 700-19, United States Forces, Korea Invited Contractors and Technical Representatives.
- c. Contract number FOOOOO-86-C-1111, XYZ Company, Inc.

2. The following individual and dependents are serving in United States Forces, Korea in accordance with paragraph 1 above:

NAME	SSN	NATIONALITY	SPONSOR/ DEPENDENT	DEPENDENTS' DATE OF BIRTH
SMITH, James G.	123-45-6789	USA	Sponsor	
SMITH, Myung H.	456-78-9123	ROK	Dependent	1 Sep 56
SMITH, Jason Y.	234-56-7891	USA	Dependent	1 Oct 78

3. Mr. Smith is a full-time employee of XYZ Company, Inc., under contract number FOOOOO-8G-C-1111, is considered command sponsored in accordance with paragraph 1 above and is therefore eligible for education of minor dependents on a SPACE-AVAILABLE, TUITION-PAYING (FEDERALLY CONNECTED) basis.

4. A copy of the (contract, contract extract stating Department of Defense dependents schools eligibility, or government travel orders referencing contract with dependents listed) is enclosed.

Figure C-4. Sample of a letter to Department of Defense dependents schools verifying contractor's enrollment status



**USFK Reg 700-19**

(Office Symbol)

**SUBJECT: Eligibility of Contractor Personnel for Education of Minor Dependents**

5. The point of contact for this action is (action officer's name and telephone number).

Encl

**SIGNATURE BLOCK**  
(Head of Sponsoring Agency)

CF:  
DODDS-P/K, ATTN: Registrar  
HQ USFK, ATTN: FKAQ

**Figure C-4. Sample of a letter to Department of Defense dependents  
schools verifying contractor's enrollment  
status--Continued**

SPONSORING AGENCY LETTERHEAD

INVITATIONAL TRAVEL ORDER #

SMITH, WILLIAM G., 123-45-6789, GS-XX Equivalent, Passport No. \_\_\_\_\_  
(USFK invited contractor or technical representative; see chap 3), XYZ Company, Inc.,  
contractor's continental United States (CONUS) mailing address (street, city, state, zip  
code).

1. In accordance with contract number FOOOOO-86-C-1111, the above named individual is authorized to proceed as indicated from (city, state) to (city), Korea.
2. Period: 1 October 1992 through 30 September 1993.
3. Purpose: (State the purpose of the contract).
4. Accounting classification: Reimbursable and chargeable to XYZ Company, Inc., CONUS mailing address (street, city, state, zip code).
5. Mode of transportation: Commercial transportation at contractor's expense.
6. Name of approving official: (name, rank or grade, title, organization).
7. Special instructions:
  - a. List authorized logistic support (see chap 4).
  - b. List authorized dependents accompanying contractor employee.
  - c. Provide name and address of sponsoring agency.
  - d. Provide name, address, and telephone number of action officer.

FOR THE COMMANDER:

SIGNATURE BLOCK  
Adjutant  
Sponsoring Agency

DISTRIBUTION:

- 10 - Individual concerned  
1 - HQ USFK, ATTN: FKJ1-DM  
1 - HQ USFK, ATTN: FKAQ

Figure C-5. Sample of an invitational travel order

SPONSORING AGENCY LETTERHEAD

(Office Symbol) (MARKS Number)

(Date)

SUBJECT: Change of Status of Personnel

Commander  
United States Forces, Korea  
ATTN: FKJ1-PPO  
Unit #15237  
APO AP 96205-0010

1. References:

- a. U.S.-ROK Status of Forces Agreement (SOFA).
- b. USFK Reg 1-38, Change of Status of Personnel.
- c. USFK Reg 700-19, United States Forces, Korea Invited Contractors and Technical Representatives.

2. The following individual, an employee of XYZ Company, Inc., under contract number FOOOOO-86-C-1111, a USFK (invited contractor or technical representative), is changing SOFA status:

- a. Name of employee and dependents (if applicable).
- b. Civilian address while in the ROK.
- c. Status before change.
- d. Passport number(s).
- e. Reason for change.
- f. Expected date of departure from the ROK.

3. The point of contact for this action is (action officer's name and telephone number).

Figure C-6. Sample of change of status letter

(Office Symbol) (MARKS Number)  
SUBJECT: Change of Status of Personnel

SIGNATURE BLOCK  
(Head of Sponsoring Agency)

CF:  
HQ USEFK, ATTN: FKJ1-DM  
HQ USEFK, ATTN: FKAQ

Figure C-6. Sample of a change of status letter--Continued

**SPONSORING AGENCY LETTERHEAD**

(Office Symbol) (MARKS Number)

(Date)

**SUBJECT: Installation Access Control System**

Commander  
United States Forces, Korea  
ATTN: FKPM-SSD-SI  
Unit #15237  
APO AP 96205-0010

**1. References:**

- a. U.S.-ROK Status of Forces Agreement (SOFA).
- b. USFK Reg 190-7, Installation Access Control System.
- c. USFK Reg 700-19, United States Forces, Korea Invited Contractors and Technical Representatives.

**2. The following individual, U.S. citizen, a former employee of XYZ Company, Inc., under contract number P00000-86-C-1111, a USFK (invited contractor or technical representative), is no longer entitled to installation access within USFK:**

- a. Name of employee and telephone number, if available.
- b. Social security number.
- c. Sex.
- d. Date of birth.
- e. Names of dependents in the Republic of Korea, if applicable.
- f. Present address.
- g. Permanent address.
- h. Date of discharge.
- i. Reason for discharge or denial of access to USFK installations.

**Figure C-7. Sample of a letter for denial of installation  
access, U.S. citizen contractor personnel**

(Office Symbol) (MARKS Number)

SUBJECT: Installation Access Control System

3. The point of contact for this action is (action officer's name and telephone number).

SIGNATURE BLOCK  
(Head of Sponsoring Agency)

CF:

HQ USFK, ATTN: FKJ1-DM

HQ USFK, ATTN: FKAQ

Figure C-7. Sample of a letter for denial of installation access,  
U.S. citizen contractor personnel--Continued

**SPONSORING AGENCY LETTERHEAD**

(Office Symbol) (MARKS Number)

(Date)

**SUBJECT:** Installation Access Control System

Commander  
United States Forces, Korea  
ATTN: FKPM-SSD-SI  
Unit #15237  
APO AP 96205-0010

**1. References:**

- a. USFK Reg 190-7, Installation Access Control System.
- b. USFK Reg 700-19, United States Forces, Korea Invited Contractors and Technical Representatives.

**2. The following individual, citizen of the Republic of Korea, a former employee of XYZ Company, Inc., under contract number P00000-86-C-1111, a USFK (invited contractor or technical representative), is no longer entitled to installation access within USFK:**

- a. Name of employee and telephone number, if available.
- b. Sex.
- c. Date of birth.
- d. Present address.
- e. Permanent address.
- f. Republic of Korea military service number, if applicable.
- g. Republic of Korea identification card number.
- h. Parent's names and indication of whether living or deceased.
- i. Job title and grade.

**Figure C-8. Sample of a letter for denial of installation access,  
Korean National contractor personnel**

(Office Symbol) (MARKS Number)

SUBJECT: Installation Access Control System

- j. Date of discharge.
  - k. Reason for discharge or denial of access to USFK installations.
3. The point of contact for this action is (action officer's name and telephone).

SIGNATURE BLOCK  
(Head of Sponsoring Agency)

CF:  
HQ USFK, ATTN: FKAQ

Figure C-8. Sample of letter for denial of installation access,  
Korean National contractor personnel—Continued



**SPONSORING AGENCY LETTERHEAD**

(Office Symbol) (MARKS)

(Date)

**SUBJECT: Installation Access Control System**

Commander  
United States Forces, Korea  
ATTN: FKPM-SSD-SI  
APO AP 96205-0010

**1. References:**

- a. USFK Reg 190-7, Installation Access Control System.
- b. USFK Reg 700-19, United States Forces, Korea Invited Contractors and Technical Representatives.

**2. The following individual, citizen of \_\_\_\_\_, a former employee of XYZ Company, Inc., under contract number P000000-86-C-1111, a USFK (invited contractor of technical representative), is no longer entitled to installation access within USFK:**

- a. Name of employee and telephone number, if available.
- b. Sex.
- c. Date of birth.
- d. Present address.
- e. Permanent address.
- f. Passport number and country of issue.
- g. Job title and grade.
- h. Date of discharge.
- i. Reason for discharge or denial of access to USFK installations.

**Figure C-9. Sample of letter for denial of installation access,  
third-country national contractor personnel**

(Office Symbol)

SUBJECT: Installation Access Control System

3. The point of contact for this action is (action officer's name and telephone).

SIGNATURE BLOCK  
(Head of Sponsoring Agency)

CF:  
HQ USFK, ATTN: FKAQ

Figure C-9. Sample of letter for denial of installation access,  
third-country national contractor personnel—Continued

## GLOSSARY

### Section I. ABBREVIATIONS

ACofS	Assistant Chief of Staff
BX	base exchange
COR	Contracting Officer's Representative
DOD	Department of Defense
DSN	Defense Switched Network
FMS	foreign military sales
FPO	fleet post office
HQ	headquarters
MOS	military occupational specialty
POC	point of contact
POL	petroleum, oils, and lubricants
PX	post exchange
ROK	Republic of Korea
SOFA	Status of Forces Agreement
U.S.	United States (of America)
USFK	United States Forces, Korea

### Section II. TERMS

**Contracting office.** The U.S. Government office responsible for receiving a requirement from a U.S. Government requiring activity, soliciting bids or proposals from bidders or offerees, evaluating and negotiating proposals, and awarding and administering the contract.

**Contracting officer.** A U.S. citizen (military or civilian) appointed by the head of the procuring activity or the designee with authority to execute and administer contracts on behalf of the U.S. Government.

**Contractor.** An individual, firm, corporation, or company that contracts with the U.S. Government to provide supplies or perform work at agreed-upon prices or rates. The terms "company," "corporation," and "firm" as used in this regulation are synonymous with "contractor."

## **USFK Reg 700-19**

### **Dependents.** Persons including--

- a. Lawful spouse.
- b. Unmarried children who are under 21 years of age, including adopted children and stepchildren.
- c. Children 21 years of age and older who are in fact dependent on the principal for over half of their support provided they--
  - (1) Are incapable of self-support because of a mental or physical incapacity that existed before age 21.
  - (2) Have not passed their 23rd birthday and are enrolled in a full-time course of study in an approved institute of higher learning.
- d. Parents, including father, mother, stepparents, and parent by adoption who are in fact dependent for over half of their support and reside in the employee's household.

**Invited contractor.** Firms present in the ROK solely for the purpose of executing contracts with the U.S. for the benefit of the U.S. armed forces, who are designated by the Government of the U.S. in accordance with U.S.-ROK SOFA, Article XV, paragraph 2, including--

- a. Corporations organized under the laws of the U.S.
- b. Their employees who are ordinarily resident in the U.S.
- c. The dependents of the foregoing.

The execution of contracts with the U.S. in addition to those contracts for the U.S. armed forces (for example, U.S. Embassy) shall not exclude such persons from SOFA benefits (see SOFA, Agreed Minutes, Article XV).

**Joint Committee of the U.S.-ROK SOFA.** The committee established to comply with SOFA, Article XXVIII, as a means for consultation between the U.S. and ROK governments on matters requiring mutual resolution.

**Local hire.** A U.S. or third-country national employee of an invited contractor or technical representative who is ordinarily resident in the U.S. but was hired in the ROK and has no transportation agreement with the employer (see ordinarily resident).

**Logistic support.** Services, facilities, privileges, and benefits that are provided to corporations and individuals (see chap 4).

**Ordinarily resident.** Example: A U.S. or third-country national citizen who has resided continuously in the ROK for 1 year or more without status under the

SOFA or other international agreement between the U.S. and the ROK or who currently holds a ROK work permit is ordinarily resident of the ROK.

**Responsible officer.** A U.S. citizen, military or civilian, appointed by the sponsoring agency, who is directly responsible for processing in and out, and administering appropriate logistic support for, invited contractors and technical representatives (see chap 2, sec III, para 2-11).

**Status of Forces Agreement.** The United States of America and the Republic of Korea Status of Forces Agreement, its agreed minutes, understandings on implementation, and minutes of its Joint Committee. An international agreement between the U.S. and ROK that became effective 9 February 1967.

**SOFA status.** Status provided to personnel who are covered under the terms of the SOFA, to include special privileges and exemptions from ROK laws. SOFA status may be accorded to--

- a. Active-duty members of the U.S. armed forces (except those attached to the U.S. Embassy or assigned to Joint United States Military Affairs Group-Korea) and their dependents.
- b. Members of the civilian component (U.S. citizens employed by the U.S. armed forces, and USFK technical representatives) and their dependents.
- c. United States Forces, Korea invited contractors and their dependents. Invited contractors and their dependents have a special status as defined in the SOFA, Article XV (see chap 3, para 3-2 for further information on SOFA status).

**Sponsoring agency.** The DOD organization located in the ROK that is physically closest to, and primarily responsible for, the functional work area in which the invited contractor or technical representative is performing the tasks required by the contract (see chap 2, sec III).

**Technical representative.** U.S. contractors may be designated as technical representatives under the SOFA, Article I, and as agreed to in the Fourteenth Joint Committee Meeting, 14 September 1967, if the following conditions are met:

- a. Serve as special instructors or advisors to U.S. personnel in the operation and maintenance of complex military equipment where the particular skills required are not available from U.S. military or sources in the ROK.
- b. In the ROK solely for performance of a contract in support of U.S. armed forces.
- c. Persons of U.S. citizenship.

**Third-country nationals.** Citizens of countries other than the United States of America and the Republic of Korea (see chap 3, para 3-7).